



# SOLDIER FOR LIFE TRANSITION ASSISTANCE PROGRAM JOB LEAD

**DATE OPEN: 7/08/2016**

**DATE CLOSE: 7/22/2016**

**Job title: Landscape Infrastructure Coordinator**

**Location:** Decatur, Georgia

**Company:** City of Decatur

**SALARY:** \$46,883-\$67,912 Annually

**SKILLS/DUTIES: Reports to:** Director, Design, Environment & Construction

**Department:** Public Works

**Work Hours:** 8:00 a.m. – 5:00 p.m., Monday through Friday. Flexible scheduling is available. May be required to work occasional weekends, evenings, holidays, and emergency call-ins.

**Starting Salary:** \$46,883 - \$67,912 Annually DOQ/E (Exempt)

**Open until filled.**

**Purpose of Work:**

The purpose of this position is to ensure that the City's urban forest, greenspaces and landscaped areas are vibrant and thriving through planned acquisition, on-going maintenance, and strategic replanting. This position will serve as the City's Arborist and will evaluate and confer with residents, business owners and the development community to provide assistance and education to assure that trees are recognized as a community resource and that the community has a stake in their maintenance, preservation and replanting.

**Major Responsibilities:**

**Leadership** – Demonstrates behavior consistent with the vision, mission and values of the City of Decatur. Engages in and supports the mission of the Public Works Department through strategic planning, creative problem solving, decision making and responsible stewardship of City resources. Demonstrates a positive attitude and treats others equitably; provides excellent customer service. Contributes to the continuous improvement of self, division, department and City through participation in professional development opportunities. Recommends tree preservation legislation.

**Effective Management** – Manages and administers the Tree Canopy Conservation Ordinance. Manages and coordinates the preparation of master plans, color renderings, cost estimates, specifications, construction drawings, and other necessary plans for the completion of landscape design or tree installation projects. Collaborates with various organizations regarding park planning, streetscapes and related subjects. Designs programs to increase, support and maintain green infrastructure systems. Updates and implements the City's Urban Forest Master Plan on an annual basis. Prepares annual

budget requests for the enhancement and maintenance of the City's urban forest, greenspace and landscape areas.

**Teamwork** – Collaborates with other City departments, governmental agencies, and citizen groups to administer the Tree Canopy Protection Ordinance as well as on landscape projects, canopy restoration programs and greenspace enhancement programs. Builds effective relationships with coworkers to develop a culture of teamwork and cultivates positive relationships with the general public. Advises and trains others as needed in pest control and invasive plant removal functions and the safe use of spraying pesticides, herbicides and other tree care equipment. Resolves design problems.

**Quality Service** – Enforces the provisions of the tree preservation and tributary buffer ordinances and the landscape and buffer provisions of the zoning ordinances through plan review and site inspections. Issues tree removal permits and reviews tree protection plans as required by the Tree Canopy Conservation Ordinance. Conducts periodic field investigations of landscape projects under construction; assists with construction management by participating in field decisions that affect landscape projects. Prunes trees or directs pruning for structuring and maintenance; inspects trees for safety, clearance, and visibility purposes; recommends the placement of cables, braces, and guy wires to trees; recommends schedules for mowing, weeding, mulching, and fertilizing soil for proper tree care, growth, and weed abatement; designated removal for dead and dying trees. Inventories trees using computer applications including GIS; plants and cares for new trees, including staking, re-staking and watering the trees during the early care maintenance period. Performs other related duties as assigned.

**Minimum Qualifications & Physical Requirements:**

Bachelor's degree in Landscape Architecture, Forestry, Horticulture or other related field.

International Society of Arboriculture Certification required.

Minimum of three (3) years active tree management experience, including supervising personnel involved in carrying out management operations.

Valid State of Georgia Driver's License with satisfactory motor vehicle record (MVR).

Knowledge of State regulations/requirements with regards to soil conditions and preparation, planting, pruning techniques, and tree surgery.

Thorough knowledge of methods, equipment and materials used in tree maintenance and care, tree health problems, diseases and pests.

Ability to plan, organize, and implement maintenance and repair programs for tree inventorying, maintenance and removal. Working knowledge of, or the ability to learn and become proficient in, computers and Microsoft Office applications required.

Ability to follow and direct others to follow safe work practices. Ability to prepare and maintain records and reports. Exemplary team player with the ability to establish and maintain cooperative relationships with others contacted in the course of work. Ability to supervise, train and evaluate the work of others in both installation and maintenance of landscaping. Knowledge of principles and practices of surveying. Knowledge of urban design fundamentals and the role of landscape planning in urban design. Practical knowledge of sustainability. Ability to use graphic instructions, such as blueprints, schematic drawings, layouts or other visual aids. Experience managing projects and the work of contractors/vendors

delivering on awarded bids. Registered as a professional Landscape Architect or the ability to become registered is desirable.

The employee may be exposed to a variety of extreme weather conditions. Ability to sit, stand, walk, bend, lift, climb, and perform repetitive motions on a daily basis. The employee must be able to operate a vehicle. Ability to lift and carry heavy objects (10-50 lbs.) and walk, bend, squat, twist, crawl, and climb on a daily basis.

**How to apply: How to Apply:** All applications and resumes must be submitted online. To apply for this position, please

<http://www.decaturga.com/Home/Components/JobPosts/Job/155/41>

\*We do not accept e-mailed resumes as a part of the application process.